

Minutes of a Regular Meeting

Approved 3/11/04

Town of Los Altos Hills PLANNING COMMISSION

Thursday, February 12, 2004, 7:00 p.m.
Council Chambers, 26379 Fremont Road
cc: Cassettes (1) #3-04

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

The Planning Commission regular meeting was called to order at 7:00 p.m. in the Council Chambers at Town Hall.

Present: Chairman Clow, Commissioners Mordo, Vitu, Kerns (arriving at 7:13 p.m.) & Cottrell
Staff: Carl Cahill, Planning Director; Debbie Pedro, Associate Planner; Lani Smith, Planning Secretary

2. PRESENTATIONS FROM THE FLOOR-none

3. PUBLIC HEARINGS

- 3.1 LANDS OF LOS ALTOS HILLS, TOWN HALL, 26379 Fremont Road (246-03-ZP-SD-CUP-VAR); A request for a Conditional Use Permit and a Site Development Permit for the replacement of a 3,700 square foot Town Hall building with a new 8,576 square foot structure and a variance to allow parking to encroach into the setback on a 2.72 acre site at 26379 Fremont Road (APN: 175-56-003).

The Planning Director, Carl Cahill, provided background information regarding the review of the new Town Hall and the formation of a subcommittee which included three Planning Commissioners (Cottrell, Mordo and Kerns). Four architectural styles for the new Town Hall building including Mission, Rural, Craftsman and Sustainable were presented to residents in a Town-wide survey. The results of the community survey showed that the Rural style was the most popular choice. He further addressed the parking lot exception/variance south of the new Town Hall. The existing parking lot will be eliminated. He demonstrated with the use of a diagram of the site, the area for handicap parking and the hardscape within the setback to remain. The diagram illustrated the net amount of hardscape that is within the setback actually decreases from what is currently in the setback. Since this area is traditionally used for parking there is no real change or impact to the neighbors. The staff report indicates compliance with MDA/MFA, with a small amount of development area remaining, as the zoning ordinance allows conditionally permitted uses up to 40% impervious surface coverage. He further discussed the Water District building location and the area by Esperanza Drive which may be their new location. In the meantime, the area can be used for overflow parking. Along the street there will be a new area to allow for a bus stop and emergency parking for the sheriff. The entrance to the new Town Hall will be modified to connect with Fremont Road and Concepcion Road instead of the Esperanza Drive entrance which will be abandoned. The final details will be worked out

with traffic engineers so it will result in a safe intersection. Regarding the variance, the Planning Director noted that almost half of the lot is less than 90 feet in width. To observe two 30 foot setbacks to install all the parking in that area is just about impossible. He further noted the concerns of one neighbor, Mark Breier, regarding the use of power tools, requesting that they not be used prior to the hour of 8:00 a.m., which is consistent with the Municipal Code. This request includes trash pickup. Staff will do whatever they can to make sure the pickups are after 8:00 a.m. For the record, the noted request is as follows and will be added to the conditions of approval for the use permit:

"Pursuant to Los Altos Hills Municipal Code Section 5-7-.03, outdoor maintenance and improvements on Town Hall premises that require the operation of power tools shall be limited between the hours of 8:00 a.m. and sunset on any Monday through Friday or between 9:00 a.m. and sunset on any Saturday and Sunday. Trash pickups on Town Hall premises shall be scheduled not earlier than 8:00 a.m. If trash pickups occur prior to 8:00 a.m., the Town shall have 10 days to work with the hauler to resume scheduled pickups on or after 8:00 a.m. or within 30 days, schedule a public hearing for a conditional use permit review."

Discussion ensued regarding pathways which are indicated on the plans and are referenced in the conditions of approval. It was noted by the project architect that the alignments may be slightly shifted around.

OPENED PUBLIC HEARING

Peter Duxbury, project architect, discussed the existing parking lot and the changes made for better use which included parking for 12-14 cars in the overflow area, when needed. He was available for questions.

An unidentified neighbor asked when the Esperanza Drive entrance would be eliminated and would there be screening in that area. Mr. Duxbury responded that there will be a landscape plan submitted at a later time. He would suggest extending the Redwood grove plus Pine trees currently existing behind the Water District building which will be a nice backdrop to the new Town Hall. There has not been any landscape plans for the Esperanza Drive area as yet and there has been talk regarding the area being used for the future Water District building.

Discussion ensued regarding the air conditioning units for the new Town Hall and Council Chambers which was explained by Peter Duxbury indicating locations on the diagram being reviewed. They will be working with an acoustical engineer regarding decibel levels per the Town noise ordinance.

Maurie Johnson, Board member of the Purissima Hills Water District, stated the District and Council are very close to signing an agreement to lease the Esperanza Drive area being discussed and the building will shut down the Esperanza Drive entrance. They have been working on the agreement with the Town for over a year and he feels they have finally come to a reasonable agreement. They will try to make the Water District office building, which will include the control center, compatible with the new Town Hall. The timetable for the construction of the Water District building is unknown until the agreement has been signed. They would prefer to

be under construction at the same time as the new Town Hall so they will not experience construction confusion in the area for an extended time period. The District will be spending approximately \$500,000 on the new building and would prefer a lease longer than 20 years. It was noted that there will be a "rate" hearing next month. The biggest impact is the rate increase from San Francisco due to the cost to renovate the Hetchhetchy system.

Mark Breier, Esperanza Drive, asked Peter Duxbury to discuss the generator enclosure. Mr. Duxbury responded stating the generator enclosure consists of concrete block walls on three sides (for sound and fire protection) and opened on the north side.

Mr. Breier reiterated his concerns: adequate landscape screening; drainage problems (path area); and morning noise (garbage pickup, lawn mowers, leaf blowers). He indicated his neighbor, Mrs. Shu, at one time asked the City Council for landscaping to help protect her from the new parking lot noise.

CLOSED PUBLIC HEARING

Commissioner Cottrell, having been on the new Town Hall subcommittee felt most of the issues have been discussed. He felt they have a great plan and supports adding the condition requested by Mr. Breier regarding morning noise. He felt drainage has been covered with condition #8. He voiced support for the project. Commissioner Vitu agreed that this is a good plan noting landscaping will be addressed at a later time. Commissioner Kerns was in full agreement also. He suggested looking at safety lighting to avoid tripping on the way to and from cars. This could be addressed with the landscape plan. He was in full support of the project. Commissioner Mordo voiced no issues except for landscaping. He referred to a project under construction next to his property with the landscaping plan not expected to be reviewed for another 12-18 months. He felt as in this instance, some plants should be installed earlier to help screen projects. Chairman Clow also felt it was a good idea to start landscaping earlier and to try to prevent the unnecessary cutting of landscaping that provides buffers during the construction process.

MOTION SECONDED AND PASSED: Motion by Commissioner Cottrell and seconded by Commissioner Vitu to recommend to the City Council approval of the site development permit, conditional use permit and variance for the construction of a new Town Hall building and a setback variance for parking, subject to the conditions of approval and findings, Lands of Los Altos Hills, 26379 Fremont Road.

AYES: Chairman Clow, Commissioners Kerns, Mordo, Vitu & Cottrell
NOES: None

This item will be scheduled for a City Council public hearing agenda.

4. OLD BUSINESS

4.1 Report from subcommittees-none

5. NEW BUSINESS -none

6. REPORT FROM THE CITY COUNCIL MEETING

6.1 Planning Commission Representative for February 5th -Commissioner Kerns, reported on the following: consent item 4.8, Lands of Kerns, appealed and will be scheduled for public hearing; consideration of Town wide mailing regarding fence ordinance public hearing notice; and introduction of an ordinance to permit the designation of preferential parking areas in the Town of Los Altos Hills.

6.2 Planning Commission Representative for February 19th - Commissioner Cottrell

6.3 Planning Commission Representative for March 4th - Commissioner Kerns

6.4 Planning Commission Representative for March 18th - Commissioner Mordo

7. APPROVAL OF MINUTES

7.1 Approval of January 22, 2004 minutes

MOTION SECONDED AND PASSED BY CONSENSUS: Motion by Commissioner Cottrell, seconded by Commissioner Kerns and passed by consensus to approve the January 8, 2004 minutes, as amended by Commissioner Kerns.

8. REPORT FROM FAST TRACK MEETING-none

9. REPORT FROM SITE DEVELOPMENT MEETING-FEBRUARY 3, 2004

9.1 LANDS OF OWEN, 25751 Elena Road (212-03-ZP-SD); A request for a Site Development Permit for a hardscape and landscape screening plan. Approved with conditions.

9.2 LANDS OF CECE, 26073 Mulberry Lane (213-03-ZP-SD); A request for a Site Development Permit for a 300 square foot cabana (maximum height 11 feet), pool and hardscape improvements. Approved with conditions.

10. ADJOURNMENT

The meeting was adjourned by consensus at 7:40 p.m.

Respectfully submitted,

Lani Smith
Planning Secretary